

TIP ALLOCATION WORKSHEET

For use of this form, see AR 215-1; proponent agency is OACSIM.

1. PERIOD ENDING:

AUTHORITY: 10 USC 3013
PRINCIPAL PURPOSE: Worksheet used to identify all tips reported by employees.
ROUTINE USES: Used by management to determine total amount of tips received by employees which must be reported to the Internal Revenue Service for employee tax purposes.
DISCLOSURE: Disclosure is mandatory and provides for employee compensation and tax deductions

2. INSTALLATION	3. ACTIVITY NAME	4. TYPE OF SERVICE	5. EMPLOYER I.D. NUMBER
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PART A

6. GROSS SALES				7.	8.	9.	10.
Cash Sales <i>a</i>	Charge Sale Without Charge Tips <i>b</i>	Charge Sales With Charged Tips (Food & beverage amount only) <i>c</i>	Total (<i>a+b+c</i>) <i>d</i>	8% of Gross Sales (<i>6d x .08</i>)	Total Reported Tips	Tips Reported by Indirectly Tipped Employees	Directly Tipped Employees Share of 8% of Gross Sales (<i>7 - 9</i>)

11. Employee Name	12. Employee Gross Sales	13. Direct Cash Tips	14. Direct Charged Tips	15. Total Direct Tips (<i>13 + 14</i>)	16. Gross Sales Ratio (<i>12 ÷ 6d</i>)	17. Employee Share of 8% Gross (<i>10 x 16</i>)	18. Employee Shortfall (<i>17 - 15</i>)	19. Shortfall Ratio (<i>18 ÷ 18 Total</i>)	20. Allocable Amount (<i>7 - 8</i>)	21. Amount Allocable (<i>19 x 20</i>)	22. Total Minor Service Charges

PART B

23. Previous YTD	Gross Sales (<i>Col. 6d</i>) <i>a</i>	Charge Sales With Charged Tips (<i>Col. 6c</i>) <i>b</i>	Charge Tips (<i>Col. 14</i>) <i>c</i>	Total Tips (<i>Col. 8</i>) <i>d</i>	Minor Service Charges Paid Out (<i>Col. 22</i>) <i>e</i>
Current Period					
Year to Date					